



Division of Finance and Business Operations

Procurement & Strategic Sourcing
5700 Cass Avenue, suite 4200
Detroit, Michigan 48202
(313) 577-3734
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March 21, 2013

**Addendum #1 To
Request for Proposal
For Multidisciplinary Biomedical Research Building Bid Pack 4: Project 211-121168-2
Dated March 13, 2013**

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Minutes of the Pre-bid Conference by WSU on March 19, 2014

Revised Bid Proposal Form

The following alternate has been added since the pre-bid meeting

Drawings Issued new for Reference:

CU-01 Site Utility Plan dated April 1, 2013

CD-1 Civil Drawing dated March 10, 2014

Technical Data issued new:

Cut sheet for Maxcell Fabric 4G-4

Changes / Clarifications to the Bid Documents:

Item #1: Sheets CU-01 Site Utility Plan and CD-1 Civil Drawing are issued for reference. The contractor shall be responsible for contacting Miss Dig to identify and tag all existing utilities prior to starting any work.

Item #2: The following alternate has been added since the pre-bid meeting:

Alternate 1: Provide an alternate for installing one (1) Maxcell Fabric 4G-4" 3 cell inner duct to replace the three(3) 1 1/4" conventional inner ducts in each 4" conduit run.

- The Bid Form has been revised to include

Item #3: (Clarifications) The distance from WSU's existing man hole #101 to the demarcation point within the C&IT Computer Room 180 is approximately 350 feet. This includes a 15' slack loop under the computer room floor, per WSU standards.

**Valerie Kreher
Senior Buyer**

CC: **Anne-Lee Vandenbussche** (WSU), **Ruhtab Sahota** (Project Manager), **Robert Kuhn**, Senior Buyer, Bid Invite List list.



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March 19, 2014

**Addendum #1 To
Request for Proposal
For Fiber Optic Backbone Network Extension to Support the MBRB:
Project 211-121168**

**Minutes of the Pre-bid Conference
Dated March 12, 2014**

The Addendum must be acknowledged on your lump sum bid.

The pre-bid conference for Request for Proposal for **Fiber Optic Backbone Network Extension to Support the MBRB**, Project **211-121168** was held on **March 19, 2014**, at **2:00 pm** (local time) – at Detroit, MI 48202. **Valerie Kreher** reviewed the highlights of the pre-bid package, especially concerning details such as bid due dates and who vendors may contact during the live bid process. **Ruhtab Sahota** and **Pete Garabedian** discussed the technical aspects of the project and bid requirements, and conducted the Q & A session.

NOTE: You must have attended a prebid conference in order to be eligible to bid on a particular project. Receipt of minutes or addenda without being at a prebid conference does not qualify your company to bid.

Numerous simple questions and answers were addressed at the pre-bid meeting. Some of the issues were as follows:

- A bid bond is not required for bids below \$50,000. Otherwise, a bid bond (5%) will be required for the full amount of the bid.
- Performance Bond and Material & Labor Payment Bond requirements are listed in the specifications of the job. Performance & Material & Labor Payment Bonds must be provided by the awarded Vendor with the submission of the signed contract; which will then be submitted to FP&M management for counter signature.
- The awarded vendor must provide the required Certificate of Insurance in compliance with Section 800, article 11 of the bid specifications prior to commencement of any work.
- If your company has not previously done business with the University you may go to the Purchasing website at **www.purchasing.wayne.edu** and look for the "new vendor" link under "Information for Vendors" on the left. You may submit a new vendor request form and an IRS form W-9. This will register your company on our vendor list. (NOTE: this does not replace the listserv.)
- This Project Requires the Contractor and any subcontractors to compensate all employees who come to the job site at no less than State of Michigan Prevailing Wage Rates. A Prevailing Wage Rate Schedule is included in Section 00410 of the Bid Specifications. Vendors must review these requirements to be sure they are in compliance with the requirements of the University and the State of Michigan. Contact the State of Michigan if further information on prevailing wage rate is needed at website **http://www.michigan.gov/dleg/0,1607,7-154-27673_27706---,00.html**. Vendors must post wages at the job site in compliance with the complete Prevailing Wage Rate listing provided in Bid Documents.
- 1099 workers and subcontractors using 1099 workers are NOT acceptable
- Certified Payroll must be provided with each of the contractor's pay applications for all workers who worked at the job site, in compliance with the State of Michigan policy. Failure to provide certified payroll will constitute breach of contract and pay applications will be returned unpaid, and remain so until satisfactory supporting documents are provided.
- Signed waivers from all Subcontractors and suppliers must accompany Pay Applications or they will be returned for such documentation prior to approval.
- A properly executed sworn statement is required from all tiers of contractors, and sub-contractors indicating sub-contractors and suppliers which provide services or product of \$1,000.00 or greater. Sworn statements must accompany applications for payment

- All documents listed in the Front End Section 0410-2 "Wayne State Prevailing Wage Requirements" must accompany applications for payment. Failure to do so will result in the entire application package returned for correction.
- A checklist of all Pay Application requirements can be found in Section 00430-1.
- The competency and responsibility of Bidders will be considered in making the award. The Owner does not obligate himself to accept the lowest or any other bids. The Owner reserves the right to reject any and all bids and to waive any informalities in the Proposals
- Parking on WSU campus lots and structures are \$6.50/access. However for this particular job, Lot 12 has been made available for contractors at no charge. Lot 12 is on Woodward Ave directly across from the MBRB building.
- Be sure to carefully review the telecommunication standards listed in the technical scope of work. It lists numerous items that must be followed carefully. The technical specifications can be found at: <http://computing.wayne.edu/docs/wsu-communications-standards.pdf>
- Section 300, Form of Proposal has changed very recently, review carefully and complete in its entirety to avoid disqualification.
- The contractors must fill out our prequalification form. They can attach additional information if they would like but at a minimum the information requested must be filled in on our form so that we do not have to hunt to find the information.
- Contractors who have withdrawn a bid after a University bid opening and/or refused to enter into a contract with the University upon notification of award within the last 3 years are not eligible to bid on this project.
- Project hours of operation are 7:00am – 3:30 pm. Anything else requires advance notice and approval.
- Prequalification meeting will be held the first business day after bid openings. Contractors must be available. The Project Manager will coordinate the meetings.
- Prequalification meeting includes Schedule of Values from the Contractor, including a list of Contractor's subcontractors and other qualifications required by the documents.
- An unsigned contract will be given to the successful Contractor at the conclusion of the Prequalification meeting, if all aspects of the bid are in order. The Contractor has 5 business days to return the contract to the Project Manager for University counter signature. The contractor must also submit a Performance Bond as outlined above and a Certificate of Insurance in the same 5 business day period. In the event the Contractor fails to return the documents in this 5 day period, the University reserves the right to award the contract to the next most responsive bidder.
- An Optional second walk thru was not scheduled
- Permit requirements are the responsibility of the awarded contractor as listed on Section 800 Article 4.
- Vendor must provide their own dumpster if needed, which must be rubber or plywood padded if placed on concrete. Location and duration must be coordinated with the project manager. Dumpster must be tagged with the name of your company clearly displayed. Any lawn damage must be restored.
- The following questions / clarifications were made during the pre-bid conference:
- The distance from WSU's existing man hole #101 to the demarcation point within the C&IT Computer Room 180 is approximately 350 feet. This includes a 15' slack loop under the computer room floor, per WSU standards .Sheet E5-04 indicates locations for the existing hand holes (installed as a part of the MBRB project.) The contractor shall be responsible for providing the required infrastructure from new Manhole 103# to the east hand hole. Work associated with the infrastructure must be completed by June 2014, and the fiber installation must be completed by February 2015. Refer to the schedule in the technical section of the RFP.
- The fiber is to run from Room 180 in the C&IT Building to Tele Com Room 2023 in the MBRB. Two routes are to be provided as indicated on sheet S-1. The contractor is required to pull all required permits from the State (MDOT) and City of Detroit to install new hand holes and manholes in public right of ways. The University contact's the respective agencies are as following:
City of Detroit: (10th floor of the Cadillac Building, downtown Detroit) 313-224-3539. Mike Tuiman, J Janice Rutledge or Kayth Payne

MDOT: 313-967-5428
Octavia Shamily
- This project will be a Prevailing Wage project in accordance to WSU current policies, and will be coordinated by WSU's FP&M Department. Barton Malow Brinker has a PLA agreement for all trade work associated with the BMB contract. Work associated with this contract will not be a part of the PLA agreement.
- Voluntary alternates will be considered provided the vendor has submitted a base bid in compliance with the specifications. Voluntary alternates should be clearly identified.
- Note Addendum #1 revisions noted as an attachment to the meeting minutes.

- Questions are due by March 27, 2014 at 12:00 noon
- Bids are due no later than 2:00 p.m., April 3, 2014, at 5700 Cass Ave. Room 4200 AAB. No public bid opening will be held.
- Time of Completion: The Contract is expected to be fully executed on or about 15 calendar days after successful bidder qualification and recommendation of award. The successful bidder (Contractor) agrees to start construction immediately after receipt of a fully executed contract and Purchase Order, and to complete the work as follows: Substantial Completion, and State Approved Inspections (if appropriate), no later than February 13, 2015.
- A copy of the sign in sheet is available for downloading from the University Purchasing Web Site at http://www.forms.purchasing.wayne.edu/Adv_bid/Adv_bid.html.
- This is an occupied area, awarded vendor must be considerate of environment (noise, cleanliness, etc.)
- IMPORTANT- This is an addendum which MUST be acknowledged on your bid form

We will require two copies each of your lump sum proposals, vendor qualification questionnaire and your bid bond documents.

All questions concerning this project must be emailed to: **Valerie Kreher**, Procurement & Strategic Sourcing. Email: rfpteam2@wayne.edu, and copy **Robert Kuhn, Senior Buyer**, at rfpteam2@wayne.edu.

Do not contact either FP&M or the Design Firm directly as this may result in disqualification of your proposal.

Thank you for interest shown in working with Wayne State University.

Valerie Kreher
Senior Buyer

CC: **Ruhtab Sahota** (Project Manager), **Robert Kuhn, Senior Buyer**, Attendee list.

Attachments:

CU-01 Site Utility Plan

CD-1 Civil Drawing

Cut sheet for Maxcell Fabric 4G-4

VENDOR NAME _____

GENERAL CONTRACT - PROPOSAL FORM (revised 1 - 2011)

Please Note – Vendors must Pre-qualify themselves when responding to this bid opportunity. Our Prequalification questions can be found on page 4 of this section.

OWNER: Board of Governors
Wayne State University

PROJECT: **Fiber Optic Backbone Network Extension to Support the MBRB**

PROJECT NO.: WSU PROJECT NO. **211-121168**

PROJECT TYPE: **Technology Work**

PURCHASING AGENT: **Valerie Kreher, Senior Buyer**
WSU – Procurement & Strategic Sourcing
5700 Cass, Suite 4200
Detroit, Michigan 48202
313-577-3720/ 313-577-3747 fax
rfpteam2@wayne.edu

OWNER'S REPRESENTATIVE: **Ruhtab Sahota** , Project Manager
Design & Construction Services
Facilities Planning & Management
Wayne State University
5454 Cass Avenue
Detroit, Michigan 48202

TO: Board of Governors
Wayne State University
Detroit, Michigan

BASE PROPOSAL:

The undersigned agrees to enter into an Agreement to complete the entire work of the **Fiber Optic Backbone Network Extension to Support the MBRB** project (WSU Project No. **211-121168**) in accordance with the Bidding Documents for the following amounts:

_____ \$ _____ Dollars

* This is a turnkey project; both design and construction will be awarded to one vendor.

ALTERNATES: The following alternates to the base proposal(s) are required to be offered by the respective bidder. The undersigned agrees that the following amounts will be added to or deducted from the base bid as indicated, for each alternate which is accepted.

ALTERNATE NO. 1:

The undersigned agrees to enter into an agreement to complete the Alternate # 1 work to provide an alternate for installing one (1) Maxcell Fabric 4G-4" 3 cell inner duct to replace the three(3) 1 1/4" conventional inner ducts in each 4" conduit run project and to provide all labor and material associated with the work in accordance with the Bidding Documents for the following amounts:

(select one) ADD _____ \$ _____ Dollars

or

LAWN REPLACEMENT:

The undersigned agrees that, in the event of existing lawn or landscaping damage, due to the Contractor's work, that has not been properly addressed and repaired to the satisfaction of the University, the University may repair/replace the lawn and/or landscaping, and that the expense will be at a **unit cost of \$10.00 per square yard for lawn, and landscaping at a rate of 1.5 times the cost of said repairs**, the full cost of which shall be reimbursed by the contractor.

**CONTRACT CHANGE
ORDERS: (revised 4-01-2011)**

The undersigned agrees to the following pricing formula and rates for changes in the contract work:

1. For subcontract work, Contractor's markup for handling, overhead, profit and bonding on subcontractors sell price, shall not exceed **5%**.
 - 1.1. **For subcontract work that is provided on a time and material basis, the subcontractor shall be permitted a single markup for handling, overhead, profit and bonding of 5%. When a markup is identified in the subcontractor's hourly labor rate, additional markup on labor is not permitted.**
 - 1.1.1 **For changes that are based upon a lump sum value, subcontractor shall provide all labor and material back-ups to ensure that duplicative charges are avoided and authorized mark-ups for OH&P can be confirmed**
2. For work by his own organization, Contractor's markup for job* and general overhead, profit and bonding shall not exceed **5%** of the net labor** and material costs.

Within 14 days of the project's contract execution Contractor shall provide to the Owner; Subcontractor's hourly labor rate breakdown details. This requirement shall extend to the lowest level of subcontractor participation.

* Job and general overhead includes supervision and executive expenses; use charges on small tools, scaffolding, blocking, shores, appliances, etc., and other miscellaneous job expenses.

** Net labor cost is the sum of the base wages, fringe benefits established by governing trade organizations, applicable payroll taxes, and increased expense for contractor's liability insurance (Workman's Compensation, P.L. and P.D.).

TIME OF COMPLETION:

(revised 4-01-2011)

The Contract is expected to be fully executed on or about 25 calendar days after successful bidder qualification and recommendation of award. The undersigned agrees to start construction **immediately after** receipt of a fully executed contract, and to complete the work as follows:

Substantial Completion will be completed no later than **February 13, 2015**.

LIQUIDATED DAMAGES:

It is understood and agreed that, if project is not completed within the time specified in the contract plus any extension of time allowed pursuant thereto, the actual damages sustained by the Owner because of any such delay, will be uncertain and difficult to ascertain, and it is agreed that the reasonable foreseeable value of the use of said project by Owner would be the sum of **\$100.00, One Hundred Dollars per day**, and therefore the contractor shall pay as liquidated damages to the Owner the sum of **\$100.00, One Hundred Dollars per day** for each day's delay in substantially completing said project beyond the time specified in the Contract and any extensions of time allowed thereunder.

TAXES:

The undersigned acknowledges that prices stated above include all applicable taxes of whatever character or description. Michigan State Sales Tax is applicable to the work. Bidder understands that the Owner reserves the right to reject any or all bids and to waive informalities or irregularities therein.

ADDENDA:

The undersigned affirms that the cost of all work covered by the following Addenda are included in the lump sum price of this proposal.

Addendum No. _____ Date _____

Addendum No. _____ Date _____

Addendum No. _____ Date _____

Addendum No. _____ Date _____

Addendum No. _____ Date _____

Addendum No. _____ Date _____

Addendum No. _____ Date _____

Addendum No. _____ Date _____

Addendum No. _____ Date _____

Addendum No. _____ Date _____

CONTRACTOR'S PREQUALIFICATION STATEMENT & QUESTIONNAIRE:

Our Minimum Requirements for Construction Bids are:

WSU considers this project: Technology Work.

Criteria	Small Project bid less than \$50,000	Medium Project bid between \$50,001 and \$250,000	Large Project bid between \$250,001 and \$2 million	Very Large Project bid greater than \$2 million
EMR Rating (Experience Modification Rating)	1.0 or Less	1.0 or Less	1.0 or Less	1.0 or Less
Bondable Vendor	N.A.	Required	Required	Required
Length of Time in Construction Business	2 Years	3 Years	5 Years	5 Years
Demonstrated Experience in Projects Similar in Scope and Price in the last 3 years	1 or more	1 or more	2 or more	3 or more
Unsuccessful Projects on Campus in last 3 years	None Allowed	None Allowed	None Allowed	None Allowed
Failure to comply with Prevailing Wage and/or Project Labor requirements	None Allowed	None Allowed	None Allowed	None Allowed
Withdrawn University Bid (with or without Bond forfeiture) within the last 3 years **	2 or less	2 or less	1 or less	1 or less
Company currently not in Chapter 11 of the US Bankruptcy Code	1 Year	2 Years	3 Years	3 Years

** Withdrawal of a bid is subject to the University suspension policy, for a period up to one year.

Contractors must complete the following information to determine their eligibility to participate in this bid. This information is required with your Bid to the University

Failure to complete this form in its entirety will result in your bid being disqualified.

Check one of the following on the makeup of your company:

_____ Corporation

_____ Individual

_____ Partnership

_____ Joint Venture

_____ Other (Explain)

1. How many years has your organization been in business as a contractor? _____
2. How many years has your organization been in business under its present business name? _____
3. List states in which your organization is legally qualified to do business. _____

4. Provide the Name and Address of your Liability Insurance Carrier. _____

5. What is your current EMR Rating? _____
The minimum requirement is an EMR Rating of 1.0 or less for all projects. Bidders with a rating higher than 1.0 understand that their bid may be disqualified, at the sole discretion of the University.

6. What percentage of work performed on projects are by company employees; excluding any hired subcontracting and outsourced relationships, for the bid submitted? _____ %

7. What percentage of work performed on your companies behalf are by subcontracted business relationships; disallowing 1099 contracting work forces, for the bid submitted? _____ %

8. Have you ever failed to complete any work awarded to you? If so, attach a separate sheet of explanation. Include the name of the Project, the customer, the dates of the work, and the amount of the contract?

9. Have you withdrawn a bid after a University bid opening and/or refused to enter into a contract with the University upon notification of award within the last 3 years? If so, state the Project Name and Number, and the date of bid submission below.

10. Has any officer or partner of your organization ever been an officer or partner of another organization that failed to complete a construction contract? If so, attach a separate sheet of explanation.

11. List the construction experience of the principals and superintendents of your company.

Name: _____ Title: _____

Name: _____ Title: _____

Name: _____ Title: _____

12. List the construction Projects, and approximate dates, when you performed work similar in Scope to this project.

Project: _____ Owner: _____

Contract Amount: _____ Date Completed: _____

Project: _____ Owner: _____

Contract Amount: _____ Date Completed: _____

Project: _____ Owner: _____

Contract Amount: _____ Date Completed: _____

13. List the construction Projects, and approximate dates, when you performed work similar in Dollar Amount to this project.

Project: _____ Owner: _____

Contract Amount: _____ Date Completed: _____

Project: _____ Owner: _____

Contract Amount: _____ Date Completed: _____

Project: _____ Owner: _____

Contract Amount: _____ Date Completed: _____

14. Is your Company "bondable"? Yes _____ No _____

15. What is your present bonding capacity? \$ _____

16. Who is your bonding agent?

NAME: _____

ADDRESS: _____

PHONE: (_____) _____

CONTACT: _____

17. Does your company agree to provide financial reports to the University upon request? Failure to agree may result in disqualification of your bid. Yes _____ No _____

18. Does your company agree that all of the Terms and Conditions of this RFP and Vendor's Response Proposal become part of any ensuing agreement? Yes _____ No _____

19. Does your company agree to execute a contract containing the clauses shown in Section 00500 "Agreement Between Contractor and Owner for Construction"? Yes _____ No _____

If "No", clearly note any exceptions to any information contained in the contract documents and include with your proposal.

20. Did your company quote based upon **Project Labor Requirements**? Yes _____ No _____

Note: Contractors submitting proposals for this project may, at the discretion of the University, be required to submit references including contact information to be used to assist in the post bid evaluation process for the subject project

**ACKNOWLEDGEMENT OF
MINIMUM QUALIFICATIONS:**

The undersigned has read and understands the minimum qualifications for University construction projects, and has completed the Prequalification section completely and accurately. The undersigned understands that a contractor, who fails to meet the minimum qualifications **in the category identified for this project, will be disqualified from consideration for the project.**

ACCEPTANCE OF PROPOSAL:

The undersigned agrees to execute a Contract, being the Wayne State University standard form titled "Agreement Between Contractor and Owner for Construction" (see section 00500 of the bid documents), provided that we are notified of the acceptance of our Proposal within sixty (60) days of the date set for the opening thereof.

The undersigned below understands that the bid will be disqualified if the Prequalification information above is not completed in its entirety.

NAME OF COMPANY: _____

OFFICE ADDRESS:

PHONE NUMBER:

 DATE

FAX NUMBER:

SIGNED BY:

Signature

(Please print or type name here)

TITLE

EMAIL ADDRESS:

@
